IT Unit 4

Topic 2

# Information management

**Ch. 5, Privacy policies,** p 256

1. What is the purpose of a privacy policy?

* Privacy policy is a statement or a legal document that discloses some or all of a entity gathers, uses, discloses, and manages a customer or client data.

**Key legislation for storage and disposal of data and information**

1. What is the overall purpose of all the privacy legislation? What general principles does it control?

* To inform people how data is use and of its discloser. It follow principle that protect people data so it can be use in a correct manner.

1. Who is responsible for implementing the rules and communicating with employees and customers?

* Manager of Business and Mangers of MMOS

**Privacy Act 1988 amended by the Privacy Amendment (Enhancing Privacy Protection) Bill 2012, came into effect on 12 March 2014.**

1. What is included in the Privacy Act?

* Thirteen Australian Privacy Principles (AAPs) that apply to the handing of personal information by most Australiana and Norfolk Island Government agencies and some private sector organisation.
* Credit reporting provisions that apply to the handing of credit related personal information that credit providers are permitted to discloses to credit reporting bodies for inclusion on individuals’ reports.
* The handing of health information for health and medical research purpose in certain circumstances, where researchers are unable to seek individuals consent.
* The information commission to approve and register enforceable APPs codes that have been developed.
* Providing a small business operator, who would otherwise not be subject to the Australian Privacy Principles (APPs) to opt in to being covered by the APPs,

1. Who is covered under the Privacy Act?

* Anyone who has personal data open that is been use for research or any other purposes

1. Whom does the Australian Privacy Principles apply to?

* Federal government agencies. They do not apply to local councils or state or territory governments.

1. List the 13 APP principles.

* Open and transparent management of personal information
* Anonymity and pseudonymity
* Collection of solicited personal information
* Dealing with unsolicited personal information
* Notification of the collection of the personal information
* Use or discloses of personal information
* Direct marketing
* Cross border discloses or personal information
* Adoption, use or discloses of government related identifiers
* Quality of personal information
* Security of personal information
* Access to personal information
* Correction of persona information

1. What are the credit reporting principles?

* Credit reporting principles apply to the handing of credit related personal information that credit providers are permitted to discloses to credit reporting bodies for inclusion on individuals’ reports.

1. Elaborate on the application of the Privacy Act.

* It is applied to both electronic and manual or conventional forms of data gathering and handing by private organisations. Individuals also have the rights under the a Act which makes for a provision on how their personal information is collected.

1. What is personal information?

* Name and address, signature, telephone number, D.O.B, medical records and health information, bank account details, photo and videos biometric and genetic information, philosophical beliefs, likes and dislikes, opinions or commentary about a person, racial or ethnic origin, memberships of political associations, professional or trade associations or trade unions, religious beliefs or affiliations, criminal record
* Sexual orientation or practise.

1. What are the penalties for serious and repeated interferences with privacy?

* For serious and repeated interferences with privacy can result in criminal prosecution and or fines of up to $340,000 for individuals and $1,700,000 for public and private organisations.

**Privacy and Data Protection Act 2014**, p 262

1. What groups does the Privacy & Data Collection Act (2014) cover.

* Victorian government agencies including local councils and contractors working for the state government.

1. What are the 10 information Privacy Principles, (IPPs) involved?

* Collection of personal information
* Use and discloses of personal information
* Data quality
* Data security
* Openness
* Access and correction
* Unique identifiers
* Anonymity
* Trans border data flows
* Sensitive information

**Health Records Act 2001,** p 263

1. What groups does the Health Records Act (2001) cover.

* Private and public sectors

1. What principles did the Health Records Act create?
2. What are the privacy principles involved?

* The health records act established 11 health privacy principles to provide rights to both living and deceased people.

1. Under what circumstances health information may be provided to a third party without your consent.

* Request by family members in an emergency when you cannot give your consent and your life is threatened, where there is a serious threat to public health and welfare, research in public interest, investigation of unlawful activity and as part of a legal claim.

1. What is the role of the Health Services Commissioner?

* To resolve breaches again the health record act. If the issue cant doesn’t have a solution the commissioner will send a notice to the organisation about the issue.

1. Table 5.5 is a summary of the Health Privacy Principles, list them

* Collection
* Use and discloses
* Data Quality
* Data security and retention
* Openness
* Access and correction
* Identifiers
* Anonymity
* Trans border data flow
* Transfer/closure of practice health services provider
* Making information available to another health service provider.

**Think about Informatics, 5.8, p 263**. Read the case study and answer the 2 questions:

* 1. Identify key legislation that Stevie should consider before providing the information to the external company.
* Health Record Act and Privacy and data protection act 2014
  1. What are Stevie’s ethical responsibilities to the students, parents and the school?

That he only use the data for the purpose he has told the holder of this information